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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

FROM : Advisor for Management

SUBJECT: Inspection and Security Office Survey

DATE: 1 June 1951

1. Attached is a management survey pertaining to the preparation and processing of Personal History Statements.
2. This survey, which has been concurred in by Inspection and Security Office, Administrative Services Office and Personnel Office, is now in the process of being implemented.
3. Highlights of the survey are:
 - a. In addition to the two copies of the Personal History Statement now being forwarded to the Inspection and Security Office by the Personnel Office, four additional copies will be photostated by the Reproduction Division, Administrative Services Office, for the Inspection and Security Office. At least six copies are needed for each investigation in order to permit one copy to be sent to each field office concerned. This will not only eliminate the necessity of having to extract and type information from the Personal History Statements but will also expedite the completion of the investigation with a better "end product". This procedural change will reduce the man-hours required for the administrative process of investigation by approximately forty per cent.
 - b. Multilith mats are being procured to replace the biographical data forms (name check) now being used. Because of inferior carbon it is almost impossible to obtain twelve legible copies of the present form for distribution to FBI and other Government agencies without having to type two sets. This change will eliminate one GS-4 typist and result in name checks being completed more expeditiously.
 - c. A multilith machine is being provided the Inspection and Security Office for use in reproducing covert and overt name check mats and sensitive material for dissemination to agents. This will eliminate unnecessary typing, provide necessary security for the sensitive material and result in a man-hour saving of at least two GS-4 typists.
 - d. Representatives of the Inspection and Security Office cooperated wholeheartedly in the conduct of this survey and were most enthusiastic over the recommendations made.
4. Request that the survey be returned to this Office for file.

Attachment: I&S Office Survey

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